Smarter Balanced Assessment Consortium:
Online Reporting System (ORS) User Guide

For the Spring 2014 Field Test Administration

Table of Contents

Table of Figures

Table of Tables

Introduction to this User Guide

The purpose of this user guide is to describe the features of the Online Reporting System, a web-based system that enables authorized users to view test progress information for students participating in the Spring 2014 Smarter Balanced Field Test.

This section provides an outline of the structure and organization of the user guide and the stylistic features used in the document.

User Guide Content
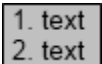
This user guide provides information about all the Online Reporting System features that are available to authorized state, district, and school personnel and includes instructions on viewing test management resources. Each section and appendix begins on a new page, which allows for easy printing. This user guide is organized as follows:

- **Section I.** Overview of the Online Reporting System
- **Section II.** Navigating the Online Reporting System
- **Section III.** Test Management Center

Document Conventions

The stylistic features and icons used in this user guide are tabulated below.

Table 1: Key Icons and Elements

Icon	Description
❌	**Warning:** This symbol appears with text that contains extremely important information regarding actions that may cause errors.
⚠️	**Caution:** This symbol appears with text that contains important information regarding a task.
📄	**Note:** This symbol appears next to text that contains helpful information or reminders.
1. text 2. text	Text that appears in gray boxes provides instructions relevant to the task described. • Numbered (ordered) lists provide step-by-step instructions. • Bulleted lists provide instructions that do not need to be done in a specific order.
[**Text**]	Text in brackets is used to indicate a link or button that is clickable.
Text	Text that is underlined and has blue font color is used to indicate hyperlinks or cross references in the document.

Section I. Overview of the Online Reporting System

The Online Reporting System is the gateway to viewing test data for students who have been identified in the Test Information Distribution Engine (TIDE) to participate in the Smarter Balanced Field Tests for English Language Arts (ELA) and Mathematics. The Online Reporting System provides participation reports that enable users to determine which students have completed or need to complete testing.

System Requirements

The Online Reporting System is designed to work with a set of supported operating systems and web browsers. This document does not provide information on computer or system requirements for accessing the Online Reporting System. Complete details on the operating systems and web browsers are outlined in the *Technical Specifications Manual for Online Testing*, available on the SBAC Portal (SBAC Portal > Field Tests > Resources and Documentation) at http://sbac.portal.airast.org.

User Roles and Access

The Online Reporting System is a secure, role-based system. Your access to reports and data in the system depends on your user role and your school, district, and state associations. The following table describes the reports and features that are accessible for each user role.

Table 2: User Roles and Access in ORS

	State User (State)	District Administrator (DA)	District Test Coordinator (DC)	School Test Coordinator (SC)	Test Administrator (TA)
Test Management Center					
Plan and Manage Testing	✓	✓	✓	✓	✓
Test Completion Rates	✓	✓	✓	✓	✓

School-level users cannot view district-level data. For example, a School Test Coordinator can only view test data for students within his or her school.

Section II. Navigating the Online Reporting System

To log into the Online Reporting System, you must have an authorized username and password. If you have not yet received your login information, contact your School Test Coordinator or District Administrator as you will need to be added to TIDE before you can access the Online Reporting System.

Do NOT share your login information with anyone. The Online Reporting System provides access to student information, which must be protected in accordance with federal privacy laws.

Logging into the Online Reporting System

1. Open your web browser and navigate to the Smarter Balanced portal (sbac.portal.airast.org).

2. Select the [**Field Tests**] card.

Figure 1: Assessment Cards on Portal
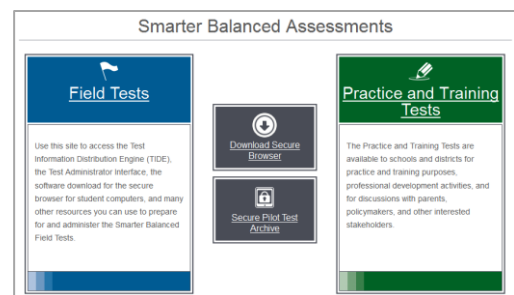
3. Click the [**Online Reporting**] button. You will be directed to the Smarter Balanced Single Sign On (SSO) login page.
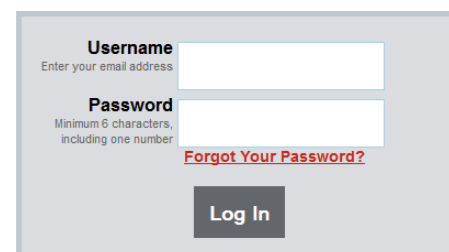
   SSO allows you to log in to the online systems provided by the American Institutes for Research (AIR). After logging in, you can switch between systems without having to log in and out of each system. For more information, refer to Switching Between Smarter Balanced Systems (Single Sign On System).

Figure 2: ORS Card on Portal

4. Enter your username (e-mail address) in the *Username* field

5. Enter your password in the *Password* field.

6. Click the [**Log In**] button. This will take you to the Home Screen provided you have entered the correct login credentials.

Figure 3: Single Sign On System Login Page

Resetting Your Password

If you forget your password, click the [**Forgot Your Password?**] link on the system login page. You will need to provide your username (email address) that is on file in TIDE. You will receive an automated email that contains a secure, temporary link to update your password. Click the secure link to submit your answer to your selected question and enter a new password.

Switching Between Smarter Balanced Systems (Single Sign On System)

Smarter Balanced systems use an integrated Single Sign On (SSO) system that allows users to log in one time and access all available applications. SSO integrates the following applications:

- Test Information Distribution Engine (TIDE)

- Test Administrator (TA) Interface

- TA Training Site

- Online Reporting System

Reminder: Access to all systems and their tasks and features is dependent on your user role.

To switch between the systems:

1. Navigate to the drop-down menu on the top left corner of your browser that lists the systems discussed above.

Figure 4. Single Sign On System Drop-Down Menu
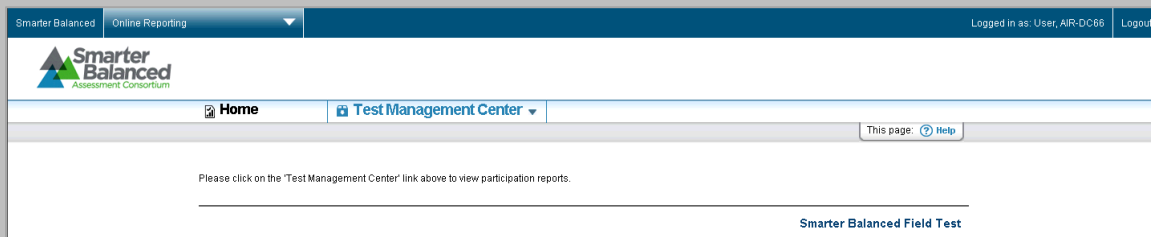
2. Select the system you want to use from this menu. You will be directed to the main page for that application and will not have to log in again.

Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.

For example, if you are using the TA Interface or TA Training Site and you navigate away from it, your session will stop and all students in the session will be logged out. You cannot resume your session. You will have to create a new session, and your students will have to log into the new session to resume testing.

Logging out of the Online Reporting System

For security purposes, it is essential that you log out of the Online Reporting System to ensure that the reports cannot be accessed by unauthorized users. This action will also result in logging out of all Smarter Balanced systems.

To log out of the Online Reporting System:

1. Click the [**Log Out**] button on the top right hand corner of the screen. A warning message will appear, advising you that you will be logged out of all Smarter Balanced systems.

Figure 5. Logout Warning Message

> ⚠ **Important!**
>
> You are about to log out of **all** systems. If you are logged into the Test Administrator Interface, your test sessions and all in-progress tests **will be paused.**
> You may click [Cancel] to return to the previous screen or click [Logout] to exit **all** systems.
>
> Cancel   Logout
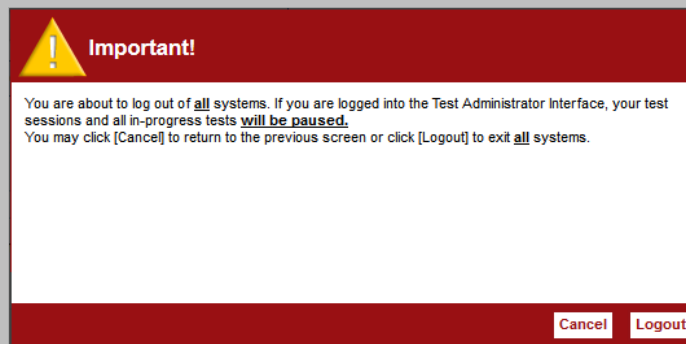
2. Click the [**Logout**] button in the lower right corner of the warning message. This will log you out of all Smarter Balanced systems.

⚠ The system has an automatic timeout feature that automatically logs you out of the system if you are inactive for 20 minutes.

Understanding the Online Reporting System

All of the Online Reporting System features are available from any page within the system.

> ⚠️ Use the on-screen buttons and tools to navigate within the ORS. Do not use your web browser's back button.

The Online Reporting System layout includes the features described below.

Header

Figure 6: Header

The Header is located above the banner and lists which user is logged into the system. It also consists of the SSO drop-down menu, which enables you to switch between the Smarter Balanced systems.

In addition, the Header includes the [**Logout**] button that enables you to log out of the system.

Menu

Figure 7: Menu

The Menu consists of the following two links:

- The [**Home**] link takes you to the Home Screen.

- The [**Test Management Center**] link provides a drop-down list of the to the two Test Management Center features:
    - Plan and Manage Testing
    - Test Completion Rates

Figure 8: ORS Home Screen with Test Management Center Drop-Down List
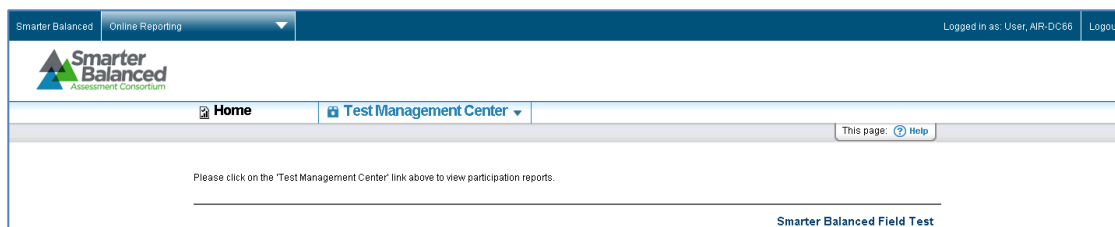
Online Reporting System General Tools

At the top of every screen, below the Smarter Balanced banner, are several tools that you can use. The tools available on each screen may vary.

Figure 9: General Tools

- The [**Help**] button links to this Online Reporting System user guide. When you click the [**Help**] button, the user guide is displayed in a new window.

- The [**Definitions**] button provides definitions for terms specific to the report you are viewing. This button may not appear on every screen. When you click the [**Definitions**] button, a pop-up window appears. This window contains definitions of the different terms used in the report. To close the pop-up window, click the [**X**] button in the upper right corner.

Figure 10: Definitions Pop-up Window

This screenshot will be available on March 25, 2014

Section III. Test Management Center

The Test Management Center allows authorized users to generate customized participation reports to determine which students have completed or need to complete testing and to check test completion rates by school, grade, subject, and opportunity. To access the Test Management Center, click the [**Test Management Center**] link from the Menu, which is available at the top of any page, and select the report type you want to generate.

Plan and Manage Testing
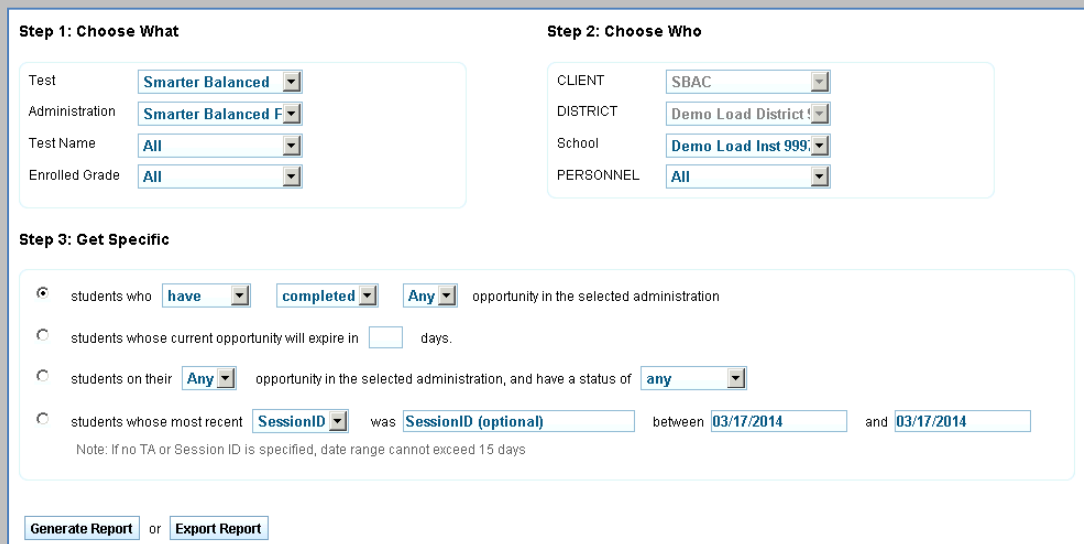
The Plan and Manage Testing option allows you to monitor your students' test progress. You can generate customized participation reports to determine which students have completed testing and which students have yet to begin or complete a test opportunity.

Generating a Participation Report

You can generate a participation report from the Plan and Manage Testing Screen. To generate a participation report:

1. Select the *Plan and Manage Testing* option from the *Test Management Center* drop-down list.

Figure 11: Plan and Manage Testing Screen

2. Select the parameters for your report. For more information on how to select parameters, refer to Selecting the Parameters for Your Report.

3. Click the [**Generate Report**] button to view the results of your selected parameters on the screen. Alternatively, you can click the [**Export Report**] button to open the report in Microsoft Excel.

⚠️ The information displayed on the report reflects current data as of the time you generated the report. To update the information displayed in your report, you must generate a new report. Do NOT use your Web browser's Refresh button.

Selecting the Parameters for Your Report

Three steps are involved in selecting the report parameters. These steps enable you to specify the type of report you wish to generate, the entity for which you wish to generate the report, and the type of data you wish to view.

Step 1: Choose What
This section enables you to select the tests and grade levels for which you wish to generate a report. The constituent fields are:

- **Test:** Enables you to select the test instrument. The default variable is set to "Smarter Balanced" and is the only available option.

- **Administration:** Enables you to select the test window. The default variable is set to "Smarter Balanced Field Test" and is the only available option.

- **Test Name:** Enables you to select the test for which you wish to generate a report. The test name usually includes the subject and grade.

- **Enrolled Grade:** Enables you to select the grade for which you wish to generate the report.

Step 2: Choose Who
This section enables you to choose the district and school for which you wish to generate the report. The constituent fields are:

- **Client:** This field defaulted to SBAC.

- **State:** This field defaulted to the state with which you are associated.

- **District:** Enables you to select the district for which you wish to generate the report. This is only applicable for users, such as state-level users, who are associated with more than one district. For most users, the district with which you are associated will already be selected.

- **School:** Enables you to select the school for which you wish to generate the report. The school with which you are associated will already be selected in this field. If you are associated with more than one school, a list of schools that you have access to and that are associated with the selected district will be displayed.

- **Personnel:** This is an optional field that enables you to select the teacher or personnel for whom you wish to generate the report. The drop-down lists all the personnel associated with the selected school. The field is defaulted to "All".

Step 3: Get Specific

This section enables you to specify filters that best match the data that you wish to view. Each filter generates a report containing students whose information matches the parameters you have selected.

To select the parameters in this section:

1. Click the radio button for the row that has the parameters you wish to use.

2. Specify the required values for the parameters in the row that you have selected.

The different report filter options are listed below. The values in brackets [ ] are the parameter values that are available for selection. The options are:

- **students who [have/have not] [completed/started] the [1st] opportunity in the selected administration**. This filter allows you to:

    o determine which students have or have not completed testing.

    o determine which students have or have not started testing.

- **students whose current opportunity will expire in [##] days**.

    o This filter allows you to determine which of the students who are currently testing have at least one test that will expire shortly. For example, you can enter "2" days to determine who needs to complete testing by the end of the next day.

- **students on their [1ˢᵗ] opportunity in the selected administration, and have a status of [student test status]**.

    o This filter allows you to determine which students have a specified test status for the selected test opportunity. For a list of test statuses and their definitions, refer to Table 4: Test Status Definitions or click [**Definitions**] on the Plan and Manage Testing Screen.

- **students whose most recent [Session ID/TA Name] was _____ between [start date] and [end date]**.

    o This filter allows you to search for students who were in a specific session and view their current test status.

    o To view this report, enter the Test Administrator's Session ID OR enter the Test Administrator's name, and then select a Session ID associated with the TA. You will also have to click on the calendar icons to select the timeframe.

    o This report will return the most recent participation data for students who have taken the selected test. The Session ID and TA name fields are optional. You can leave these fields blank and simply search for participation information within a particular date range. If the Session ID or TA name is not specified, you will be limited to a date range search of 15 days.

Each test will only have one opportunity. The opportunity number drop-down list will be functional only after students have taken the tests. The generated reports may also include multiple rows per student, as each subject available to the student, will appear on a unique row.

Understanding Your Participation Report

The Participation Report displays data based on your selected parameters. Each report includes a list of all students who meet your selected parameters. If no students are listed, it implies that no students matched your report criteria.

You can generate two types of participation reports, which are:

- Online Testing Progress Report
- TA Report

Online Testing Progress Report

The Online Testing Progress Report is generated if you select any of the first three radio buttons in Step 3: Get Specific section of the Plan and Manage Testing Screen.

Figure 12: Online Testing Progress Report

This screenshot will be available on March 25, 2014

Features of the Online Testing Progress Report

- **Navigation Tools:**
  - By default, 100 student records can be displayed on the screen at a time. Navigation buttons are displayed on the bottom of the report to enable you to navigate through all the retrieved records.
  - The table displays 15 columns by default. To view all the data, you will need to use the horizontal scroll bar at the bottom of the report. Table 9 identifies all the columns in a participation report and provides a description of each one and Table 10 identifies the definitions for each test status (listed in the status column).
  - The [**Back**] button at the bottom of the report enables you to return to the Plan and Manage Testing Screen.

- **Hide/Show Columns:** You can show or hide columns in the table by clicking the arrow [ ] icon in the top right corner of the table. When you click the arrow, a list of the columns in the table is displayed. You can uncheck the checkboxes next to the columns that you wish to hide. This will remove the columns from view. To remove the list from view, move your cursor away from the arrow icon.

- **Sort Results by Attribute:** You may sort participation report data in any column. Click the column header to sort data in ascending (A–Z; 1–10) or descending (Z–A; 10–1) order. The default sort is by Student Name, in ascending order by last name.

- **General Tools**: The Online Testing Progress Report also provides you with access to the, Help, Print, and Definitions tools. For information on the functionality of each of these tools, refer to **Error! Reference source not found.**.

Table 3: Online Testing Progress Report Column Attribute Definitions

Column	Description
Student Name	Student's legal name (Last Name, First Name).
SSID	A unique number or alphanumeric code assigned to a student by a school, school system, a state, or other agency or entity. This does not need to be the code associated with the student's educational record; this ID may be assigned for use specifically with Smarter Balanced testing.
Confirmation Code	A non-unique number or alphanumeric code assigned to a student by a school, school system, a state, or other agency or entity. This value may be a code or may be the student's first name if state policy allows. The code will be used to help authenticate the student at testing time.
Enrolled Grade	The grade in which a student is enrolled.
Test	Test name for this student record (e.g., "SBAC-G10-Math-ISR").
Opportunity	The opportunity number for that student's specific record. *For the Spring 2014 Smarter Balanced Field Tests, one opportunity is available per test.*
TA Name	The Test Administrator who created the session in which the student is currently testing (or in which the student completed the test).
Session ID	The Session ID to which the test is linked.
Status	The status for that specific opportunity (*see Table 4 for test status definitions*).
Results ID	The unique identifier linked to the student's results for that specific opportunity.
Restarts	The total number of times a student has resumed an opportunity (e.g., if a test has been paused three times and the student has resumed the opportunity after each pause, this column will show three "Restarts").
Date Started	The date when the first test item was presented to the student for that opportunity.
Date Completed	The date when the student submitted the test for scoring.
Last Activity	The date of the last activity for that opportunity/record. A "completed" test can still have activity (as it goes through the QA and reporting process).
Expiration Date	The date the test opportunity expires.

Table 4: Test Status Definitions

Status	Definitions
Completed	The student has submitted the test for scoring. No additional action can be taken by the student.
Expired	The student's opportunity has not been completed and cannot be resumed because the test opportunity has expired.
Invalidated	The test result has been invalidated.
Paused	The student's test is currently paused. The following scenarios will result in a paused status: • The student pauses his or her test by clicking the [**Pause**] button. • The student has been idle longer than 20 minutes, and the test was paused. • The Test Administrator pauses the student's test. • The Test Administrator stops the session. • A technical problem with the student's computer or browser has resulted in a loss of connection to the Test Delivery System. *The time listed with this status indicates how long the student's test has been in the paused status.*
Pending	The student is awaiting Test Administrator approval for a new test opportunity.
Reported	The student's score for the completed test has been submitted to the reporting system.
Rescored	The test opportunity was rescored.
Scored	The Test Delivery System has processed the student's responses to items on the test. *Note: Student scores for the Field Test will not be provided.*
Started	The student has started the test and is actively testing.
Submitted	The test has been submitted for quality assurance review and validation.
Suspended	The student is awaiting Test Administrator approval to resume a test opportunity.

TA Report

The TA Report is generated if you select the last radio button in Step 3: Get Specific section of the Plan and Manage Testing Screen. The TA Report provides information about the test sessions that match the specified parameters, the name of the Test Administrator for the sessions, and the number of students associated with each of those sessions.

Figure 13: TA Report

This screenshot will be available on March 25, 2014

Features of the TA Report

Similar to the Online Testing Progress Report, the TA Report enables you to hide/show columns, sort data, and use the General Tools available on the screen.

In addition, the TA Report enables you to generate or export the Online Testing Progress Report for the selected TA and session. Table 5 identifies the columns in the TA Report and Table 6 identifies the TA Report Tools.

Table 5: TA Report Columns

Column	Description
Test Administrator Name	Test Administrator's name (first name, last name).
Session ID	The session ID to which the tests are linked.
Session Start Date – Session End Date	The start and end dates of the session.
# of Students in Session	The number of students testing or tested in the specified session.
Test IDs in Session	The number of test IDs that have been generated for the session.

Table 6: TA Report Tools

Tools	Description
	Enables you to generate the Online Testing Progress Report for the selected TA and session. For information on the Online Testing Progress Report, refer to the Online Testing Progress Report section above.
	Enables you to export the Online Testing Progress Report for the selected TA and session.

Test Completion Rates

State, district, and school-level users can create an Excel spreadsheet file that shows the total number of students who have started and completed each test and also provides information about the number of students who are associated with the selected entity. The reports can be viewed in Microsoft Excel or uploaded into most data analysis programs.

The reports can be generated for different levels and for all tests or for one specific test. Refer to Table 3 for a description of each column in the report. The available report types are listed in the table below.
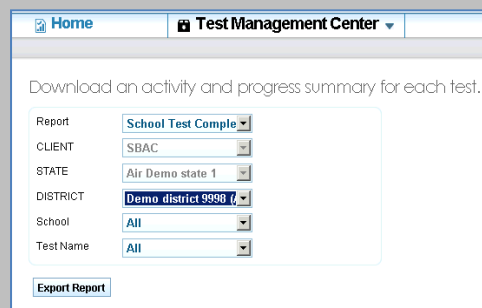
Table 7: Test Completion Rates Reports

Report Type	Description	Access
State Test Completion Rates	This report contains data for all the students within a state.	State-level users can generate this report for all the states with which they are associated.
District Test Completion Rates	This report contains data for the selected district or for all the districts in the selected state.	State-level users can generate this report for all the districts under their jurisdiction, while district-level users can generate a report for the districts with which they are associated.
School Test Completion Rates	This report contains data for the selected school or for all the schools in the selected district.	State-level and district-level users can generate this report for all the schools under their jurisdiction, while school-level users can generate a report for the schools with which they are associated.

Generating a Test Completion Rates Report

The Test Completion Rates Report can be generated from the Test Completion Rates Screen. To generate a Test Completion Rates Report:

1. Select the *Test Completion Rates* option from the *Test Management Center* drop-down list.

Figure 14: Test Completion Rates Report Screen

2. Select the parameters for your report. For more information on how to select parameters, refer to **Error! Reference source not found.**.

3. Click the [Export Report] button. This will generate a pop-up window that will enable you to open or save the Test Completion Rates Report.

Selecting the Test Completion Rates Report Parameters

The different parameters for generating a Test Completion Rates Report include selecting the report type, the entity for which you wish to generate the report, and the test(s) you wish to include in the report.

The reports that are available to you are determined by your user role. The parameters that you need to specify in order to generate the report vary based on your report selection.

- **Step 1: Select a Report**

  You can select the required report from the *Report* drop-down list that displays all the reports available to you. A state-level user will be able to generate all the available reports, while a school-level user will only be able to generate the School Test Completion Rates Report.

- **Step 2: Select an Entity**

  You can select the required district or school from the fields that are displayed based on the report you have selected. For most users, the entity will be pre-selected. If a user is associated with more than one state, district, or school, the user will have the ability to generate a report for all the entities he is associated with or for the selected entity.

  This option is not available when generating the State Test Completion Rates Report.

- **Step 3: Select a Test**

  You can select a single test or all tests. The default value is set to "*All*".

Figure 15: Sample Test Completion Rates Report for All Tests in a Single School

	A	B	C	D	E	F	G	H	I	J	K	L
1	Date	TestName	DISTRICTNAME	DISTRICTID	SchoolNAME	SchoolID	Opportunity	TotalStudent	TotalStudentStarted	TotalStudentCompleted	PercentStarted	PercentCompleted
2	3/17/2014 2:00	Grade 3 ELA	Demo District	9998	Demo School	09997	1	273	266	266	97.44%	97.44%
3	3/17/2014 2:00	Grade 4 ELA	Demo District	9998	Demo School	09997	1	273	1	1	0.37%	0.37%
4	3/17/2014 2:00	Grade 5 ELA	Demo District	9998	Demo School	09997	1	273	269	267	98.53%	97.80%
5	3/17/2014 2:00	Grade 6 ELA	Demo District	9998	Demo School	09997	1	273	1	1	0.37%	0.37%
6	3/17/2014 2:00	Grade 7 ELA	Demo District	9998	Demo School	09997	1	271	0	0	0.00%	0.00%
7	3/17/2014 2:00	Grade 8 ELA	Demo District	9998	Demo School	09997	1	271	0	0	0.00%	0.00%
8	3/17/2014 2:00	Grade 11 ELA	Demo District	9998	Demo School	09997	1	296	266	262	89.86%	88.51%
9	3/17/2014 2:00	Grade 3 MATH	Demo District	9998	Demo School	09997	1	273	266	266	97.44%	97.44%
10	3/17/2014 2:00	Grade 4 MATH	Demo District	9998	Demo School	09997	1	273	1	1	0.37%	0.37%
11	3/17/2014 2:00	Grade 5 MATH	Demo District	9998	Demo School	09997	1	273	269	267	98.53%	97.80%
12	3/17/2014 2:00	Grade 6 MATH	Demo District	9999	Demo School	09997	1	273	1	1	0.37%	0.37%
13	3/17/2014 2:00	Grade 7 MATH	Demo District	10000	Demo School	09997	1	271	0	0	0.00%	0.00%
14	3/17/2014 2:00	Grade 8 MATH	Demo District	10001	Demo School	09997	1	271	0	0	0.00%	0.00%
15	3/17/2014 2:00	Grade 11 MATH	Demo District	10002	Demo School	09997	1	296	266	262	89.86%	88.51%

Table 8: Test Completion Rates Report Column Descriptions

Column	Description
Date	The date and time that the report was generated.
Test Name	The grade, test and subject that is being reported.
Opportunity	The test opportunity number that is being reported.
District Name	The name of the reported district. This column is not included in the State Test Completion Rates Report.
District ID	The ID number of the reported district. This column is not included in the State Test Completion Rates Report.
School Name	The name of the reported school. This column is not included in the District Test Completion Rates Report or State Completion Rates Report.
School Number	The ID number of the reported school. This column is not included in the District Test Completion Rates Report or State Completion Rates Report.
Total Student	The number of students who have been associated with the state, district, or school in TIDE.
Total Student Started	The number of students who have started the test.
Total Student Completed	The number of students who have finished the test and submitted the test for scoring.
Percent Started	The percentage of students who have started the test out of the total number of students who have been associated with the state, district, or school in TIDE.
Percent Completed	The percentage of students who have completed the test out of the total number of students who have been associated with the state, district, or school in TIDE.